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27 May 1963

MEMORANDUM FOR : Training Liaison Officer, DD/S  
SUBJECT : Mid-career Program Planning

1. In response to your memorandum of 21 May 1963, I am forwarding the following information:

a. Criteria for Selection of Nominations to the Core Course

In the Administration Career Service we have twenty-three GS-13's. Most of these are relatively young and most have a date of grade in the 1960's. Arbitrarily applying age and date of grade criteria, i.e., less than forty-eight years old and less than eight years in grade, we have a group of seventeen people. While the other six could undoubtedly profit from the training, in conscience and because of the limited number of spaces available, this group of seventeen should have priority consideration. Since all of them are fairly recent GS-13's attendance will depend upon availability rather than on application of any intricate formula to refine the priority.

b. Availability for Attendance at the Core Course

In terms of availability, it is estimated that in the fall seven will be out of the Headquarters area. Of the remaining ten, three are specialists who may be made available through negotiation with the offices concerned. Six are incumbering positions above the GS-13 level and seem already to have met one criterion you set forth in paragraph 3 of your memorandum—of "knocking at the door of the senior officer category." One is occupying a GS-13 position. These ten, especially the six who are already performing above their grade level, would be ideal candidates.

c. Planning the Mid-career Program

It is hoped that participation in the core course will not obligate the Administration Career Service to make an individual available for a long-term period of training specifically designed for him. Except for the specialists mentioned above, all of our mid-careerists ideally receive the same type of training, but the nature of the training is such that we would feel that it could be more effectively accomplished were it not made a single package to be completed at one time.

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2. In answer to your specific question regarding the number of people who can be made available in FY 1964, I would say that in terms of the quota for the DD/S and the relatively small number of individuals that the Administration Career Service has at this grade level, we would hope to make one individual available for each running. Incidentally, none of the above includes any of the individuals in other than positions of immediate concern to the Administration Career Service. While personnel in the Office of General Counsel, the Inspector General Staff and the Director's Office are nominally considered to be "SA's," only one person so assigned [redacted] has been included in these estimates.

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Executive Secretary  
Administration Career Board

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DISSEMINATION